

TEXAS A&M ENGINEERING EXTENSION SERVICE

Physical Skills and Tactics Training Coordinator

Agency: Texas A&M Engineering Extension Service

Department: Institute for Law Enforcement & Protective Services Excellence

Proposed Minimum Salary: \$6,077.50 monthly

Job Location: Bryan, Texas

Job Type: Staff (full time)

Job Posting Number: [R-043086](#)

General Summary:

The Physical Skills and Tactics Training Coordinator serves as the SME, instructor, and program coordinator of the division's defensive/non-lethal force tactics, suspect apprehension and control techniques, physical fitness/wellness, emergency medical care, and with responsibility for planning, organizing, presenting and/or managing the presentation of one or more of these courses and for evaluating training effectiveness to ensure that objectives are met. The incumbent delivers physical skills and tactics training to training participants that serve in a variety of settings, to include patrol, court security, special operations, corrections operations, and private security. The incumbent integrates content from primary area of instruction with other programs by assisting with the delivery of other training, such as room entry tactics, small unit tactics. The incumbent will coordinate the divisions physical fitness, wellness, and resiliency efforts across all programs, to include basic peace officer / corrections academies.

The Training Coordinator is responsible for scheduling and coordinating training dates and matching appropriate instructors to scheduled classes. In addition, the training coordinator is responsible for logistics which may include ordering materials, shipping/or ensuring the shipping of training materials to class locations, locating places where classes can be held, shipping equipment. This position controls and maintains accurate inventory, orders equipment and consumables and assists instructional staff with training support as needed. This position reports to the Training Manager.

Required Qualifications:

- Bachelor's degree from accredited college or university (equivalency: will consider an Associate's degree with four years of experience or a High School Diploma or GED with six years of experience)
- 2 years of law enforcement experience as a licensed/certified law enforcement official

Other Requirements:

- Valid Driver's License

Preferred Qualifications:

- Bachelor's degree from an accredited college or university
- 10 years law enforcement experience as a licensed or certified law enforcement official
- 4 years law enforcement instructional experience
- TCOLE Advanced Instructor Certification or equivalent
- TCOLE Advanced Peace Officer Certificate or equivalent

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- 5 years of experience managing a physical fitness or wellness program and defensive tactics program for law enforcement and corrections
- Experience in preparing, writing lesson plans, and test preparation

Physical Requirements:

- Ability to support training delivery for up to 8-10 hours/day (standing)
- Some lifting/carrying of classroom/presentation materials
- Physical conditioning consistent with setting up classrooms, movement of training equipment
- Must be capable of leading, supervising, participating in, and demonstrating physical fitness techniques in conjunction with the police cadet physical training regimen as well as other physical fitness and wellness programs offered by the division

Knowledge, Skills, and Abilities:

- Advanced Knowledge of the criminal justice system and course curriculum
- Advanced knowledge of the legal aspects, constitutional issues, best practices, and trends concerning the use of force by law enforcement, corrections, and private security officials
- Excellent communication and presentation skills
- Strong interpersonal and organizational skills with others
- Ability to multitask and work cooperatively with others
- Knowledge of basic office software and instructional programs
- Knowledge of principles and methods for teaching and instructing individuals and groups
- Knowledge of media production, communication and dissemination techniques and methods
- Ability to facilitate and instruct groups of various sizes

Equipment:

- Standard office equipment: computer, keyboard, multifunctional printer, telephone
- Standard classroom audio and visual equipment

Notifications:

- This position is security-sensitive.
- May have to work beyond normal office hours and/or work on weekends.
- This position may require 50% or more travel.
- This position may direct and evaluate the work of others.

Essential Duties, Tasks, and Percentages:

Coordinate Class Deliveries: 35%

- Work with Training Manager to schedule classes
- Assign appropriate instructional staff to scheduled classes
- Supervise assigned programs and associated instructional staff
- Purchase supplies / equipment / materials in accordance with TAMUS/TEEX regulations
- Maintain appropriate levels of inventory of training supplies

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- Schedule classrooms and training props as necessary
- Coordinate with lead instructor to ensure equipment and materials required are available and staged
- Coordinate the logistics for onsite and remote course deliveries
- Develop and assign work schedules for the student workers/training support technician

Assist with instructional deliveries - 35%:

- Conduct and/or assist instructional staff with the delivery of classroom/field instruction

Assist in the development of new programs - 20%:

- Serves as an SME or coordinator of SMEs for the purposes of developing new programs and products
- Works with instructional design staff to bring products to market
- May be assigned leadership of team assembled to bring new products to market

Assist in the development of new business opportunities – 10%:

- May be called upon to assist with marketing efforts to secure new business
- Assist with securing new business, to include proposal development

Other Duties:

- As part of the TEEX's mission of providing training, developing practical solutions, and saving lives; this position could be required, if called upon, to deploy within the State of Texas as directed by this position's Division Director/ HQ Department Head
- This document represents the major duties, responsibilities, and authorities of this job. It is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

All positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon the institution's verification of credentials and/or other information required by the institution's procedures, including the completion of the criminal history check.

Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to diversity.